



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS 29TH INFANTRY REGIMENT  
UNITED STATES ARMY INFANTRY SCHOOL  
FORT BENNING GEORGIA 31 905-5596

REPLY TO  
ATTENTION OF

ATSH-IN (690)

Policy Memorandum 99-02  
20 October 1999

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Equal Opportunity Complaints Against the Chain of Command

1. PURPOSE: To resolve legitimate complaints at the lowest level.

2. POLICY:

a. The policy of Department of the Army and the 29<sup>th</sup> Infantry Regiment is to resolve legitimate complaints at the lowest level of command and to provide adequate procedures for such resolution. Commanders will ensure that Soldiers, DoD Civilian and their family members are fully aware of procedures for obtaining redress of complaints including those against members of the chain of command.

b. Individuals are directed in accordance with AR 600-20 Chapter 6-8, paragraph (a) to use the chain of command for redress of grievances, without fear of intimidation, reprisal, or harassment. Soldiers have the right to present EQ complaints to the chain of command, Equal Opportunity Advisor (EQA), or Installation Inspector General (IG) Office. It is the responsibility of the chain of command, or staff agency receiving the complaint to conduct an informal inquiry into the allegation, determine if the complaint has merit based on violation of race, color, religion, gender or national origin and if possible, resolve the complaint at the lowest level.

c. If upon completion of an informal inquiry by the commander or agency receiving the complaint the facts indicate a formal investigation is warranted, a complaint is submitted on a DA Form 7279-R by completing a sworn statement. Any level commander is authorized to administer this oath; however, the complainant may have his, or her problem solved informally. Nevertheless, if resolution does not occur, the commander reviews the facts presented and, if he determines a formal investigation is appropriate, appoints a disinterested officer under provision of AR 600-20 and TC 26-6. The investigating officer will consult with the Regiment EQA throughout the investigation, before the findings are reported to Regiment Legal. The unit EQ Representatives will

ATSH-IN

SUBJECT: Equal Opportunity Complaints Against the Chain of Command

not be involved in the formal complaint process nor will they handle formal or informal complaints.

d. As a last resort, if a Soldier is dissatisfied with the above, he or she may submit a complaint under Article 138, UCMJ. Complaints of this nature must be forwarded through channels to the officer exercising General Court Martial Convening Authority over the respondent.

e. A copy of this memorandum will be permanently posted on all unit and workplace bulletin boards, placed in EO binders and read by all personnel during unit in-briefings.

3. The point of contact for this memorandum is SFC Baldwin, Regiment Equal Opportunity Advisor at 545-8452 or Pager 544-5000 extension 0078.

A handwritten signature in black ink, appearing to read 'C. F. Ham', written over a horizontal line.

CARTER F. HAM  
Colonel, Infantry  
Commanding

DISTRIBUTION: A